
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT
FINANCE



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NORTH
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TO: County Assessors
FROM: Charlie Bell, Operations, DLGF
RE: Clarification of Personal Property Data Set Submission Memo
DATE: Thursday, May 15, 2008

The Department of Local Government Finance (DLGF) and the Legislative Services Agency (LSA) are working to ensure Hoosier taxpayer personal identification information is protected.

Most official data sets are available as public record and are subject to public information requests. However, Social Security numbers contained in the records of a public agency must be kept confidential under IC 5-14-3-4(a)(12).

As such, this replacement memo clarifies that:

1. Counties should enter the Federal ID number (or Social Security number when appropriate) in the "Federal Tax Number" field of the PERSPROP file.
2. Counties should NOT use the Federal ID number or Social Security number in any other field.
3. Counties should NOT resubmit datasets even if they contain Social Security numbers or Federal ID numbers in any field besides "Federal Tax Number".
4. The DLGF and LSA will keep confidential data secure.
5. County Assessors must certify for each year's data whether or not Federal ID numbers or Social Security numbers are present in the PERSPROP and POOLDATA files (other than the "Federal Tax Number" field.)
6. This memo is regarding the PERSPROP data set and does not affect the personal property tax return forms, i.e. the 102, 103 forms.

Social Security numbers (SSN) and Federal ID numbers (FID) should not be used in the "Tax Identification Number" field of the PERSPROP and POOLDATA files in future submissions. However, the taxpayer's FID (including a SSN for taxpayers who use the SSN as their FID) must still be entered into the "Federal Tax Number" field of the PERSPROP file.

The DLGF is asking all county assessors to review previously submitted PERSPROP files to determine whether any Social Security numbers or FID numbers have been entered in the "Tax Identification Number" field or in any field other than the "Federal Tax Number" field.

Following a thorough review of all personal property data sets, both submitted and pending, please complete the bottom portion of this memo and return to the DLGF by June 30, 2008. Please certify below for each year whether or not the files may contain Social Security numbers or FID numbers.

Previously submitted files should NOT be resubmitted. DLGF and LSA will take measures to ensure that confidential information is secure and that it will not be divulged.

Upon certification from the county assessor, if the personal property data contains confidential data in the "Tax Identification Number" field then the DLGF and LSA will also treat the taxpayer ID information in the county auditor's tax billing data sets (TAXDATA and ADJMENTS files) as confidential.

Thank you in advance for your cooperation with this necessary measure to ensure security of taxpayer's private information.

This memo can be signed by the elected official, scanned and returned to the DLGF via email at emily@dlgf.in.gov or printed, signed by the elected official, and then returned via postal mail to DLGF, 100 North Senate Avenue, N1058(B), Indianapolis, IN 46204.

I, _____, hereby certify that Social Security numbers and Federal ID numbers are contained in data files as follows: (Circle "May be Present" or "None" for each year.) This certification excludes SSNs and FIDs present in the "Federal Tax Number" field of the PERSPROP file.

**Social Security or Federal ID Numbers Contained in
PERSPROP & POOLDATA
(Except "Federal Tax Number" Field)**

2004 Pay 2005	<u>May be Present</u>	OR	<u>None</u>
2005 Pay 2006	<u>May be Present</u>	OR	<u>None</u>
2006 Pay 2007	<u>May be Present</u>	OR	<u>None</u>
2007 Pay 2008	<u>May be Present</u>	OR	<u>None</u>

(Printed Name/Assessor)

(Signature/Assessor)

(Date Signed)

(Printed County Name)